

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED: October 29, 1987**

**DATE REVISED: March 15, 2007**

**DATE REVISED: October 26, 2009**

**DATE REVISED: August 18, 2016**

**FILE SECTOR: RURAL VIRTUAL ACADEMY**

**POLICY TITLE: EQUAL EDUCATIONAL**

**OPPORTUNITY**

The Rural Virtual Academy (RVA) is committed to equal educational opportunity for all students.

It is the policy of the RVA, pursuant to state and federal laws, that no person, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program.

Students who have been identified as having a disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered disabled under this policy even if they are not covered under the Medford Area Public School District's special education policies and procedures.

The RVA shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the RVA Administrator. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

It shall be the responsibility of the RVA Administrator or his/her designee to examine existing policies and develop new policies where needed to ensure that the RVA does not discriminate pursuant to federal and state law. The RVA Administrator or his/her designee shall ensure that an employee is designated annually to receive complaints filed under state laws and/or regulations Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the RVA's compliance with state law is completed in accordance with state regulations.

**CROSS REFERENCE: Medford Area Public School District Special Education Handbook**  
**LEGAL REFERENCE: Sec. 118.13, Wis. Stats, Department of Public Instruction (PI 9)**  
**Wis. Admin. Code, Title IX of the Education Amendments,**  
**Section 504 of the Rehabilitation Act of 1973, Title VI (Civil Rights Act**  
**of 1964), Americans with Disabilities Act of 1990 (ADA),**  
**Individuals with Disabilities Education Act (IDEA), and Civil Rights**  
**Act of 1991**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED: October 29, 1987**  
**DATE REVISED: March 15, 2007**  
**DATE REVISED: October 26, 2009**  
**DATE REVISED: August 18, 2016**

**FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**POLICY TITLE: EQUAL EDUCATIONAL  
OPPORTUNITY**

**STUDENT DISCRIMINATION COMPLAINT PROCEDURES**

If any person who either lives within the district boundaries of the Medford Area Public School District (MAPSD) or open-enrolls to attend the Rural Virtual Academy (RVA) through MAPSD believes that the school district or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504, the Americans with Disabilities Act, or in some way discriminates on the basis of: sex; race; color; national origin; ancestry; creed; religion; pregnancy; parental or marital status; sexual orientation; physical, learning, mental, or emotional disability, she/he may bring forward a complaint to the district administrator at the district office, 124 W. State St. Medford, WI or contact him/her by telephone: 715-748-4620. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the MAPSD Board of Education president or his/her designee.

Persons belonging to RVA consortium districts outside of Medford will be referred to their resident district for compliance to local district policy and procedure for filing a complaint.

**INFORMAL PROCEDURE**

The person who believes she/he has a valid basis for complaint shall discuss the concern with the district administrator, who shall in turn investigate the complaint and reply to the complainant in writing within twenty (20) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

**FORMAL COMPLAINT PROCEDURE**

Step I: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator within ten (10) school/business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the complaint and reply in writing to the complainant within fifteen (15) school/business days. If the grievance begins at this step (I), the ten days for district response shall instead be twenty-five (25) school/business days. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the MAPSD Board of Education president or his/her designee.

Step II: If the complainant wishes to appeal the decision of the district administrator, she/he may submit a signed statement of appeal to the MAPSD Board of Education president or his/her designee within ten (10) school/business days after receipt of the district administrator's response to the grievance. The MAPSD Board of Education president or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within fifteen (15) school/business days.

Step III: If the complainant remains unsatisfied, she/he may appeal through a signed, written statement to the full MAPSD Board of Education within ten (10) school/business days of his/her receipt of the MAPSD Board of Education president or his/her designee response to Step II. In an attempt to resolve the complaint, the MAPSD Board of Education shall meet with the concerned parties and their representatives at the next regular MAPSD Board of Education meeting or within twenty (20) school/business days of the receipt of such an appeal. A copy of the MAPSD Board of Education's disposition of the appeal shall be sent by the MAPSD Board of Education clerk to each concerned party within fifteen (15) school/business days of this meeting.

Step IV: The complainant shall be notified of the right to appeal a negative determination, by the board, within thirty (30) days to the Department of Public Instruction, Equal Educational Opportunity Office, PO Box 7841, Madison, WI 53707.

### **COMPLAINT PROCEDURE - SPECIAL EDUCATION**

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child student with disabilities shall be processed in accordance with established appeal procedures outlined in the MAPSD's special education handbook.

### **COMPLAINT PROCEDURE - FEDERAL PROGRAMS**

Discrimination complaints related to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

### **MAINTENANCE OF COMPLAINT RECORDS**

The district administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records shall include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

### **DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES**

The adopted discrimination grievance procedures shall be disseminated to students, parent(s)/guardian(s), employees and others. The information shall be published in student, parent/guardian and staff handbooks and other appropriate times and places.